University of Massachusetts at Boston

Continuing Education Bulletin

Fall 1985

Division of Continuing Education
University of Massachusetts
at Boston
Downtown Center
Boston, MA 02125-3393

Second Class
Postage is
P · A · I · D
Boston, MA
02109

Downtown Boston

Braintree

Cambridge

Hingham

Lexington

Medford

West Roxbury

Credit and non-credit courses
for your:
personal growth
professional development
college degree requirements

at convenient times
and locations.

For more information, call
9 5 6 - 1 0 0 0

Issued: Spring, 1985

Continuing Education Fall, 1985

Where and When

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How to Register

For your convenience, registration for continuing education courses is conducted primarily by mail or telephone. To register for UMass/Boston credit courses by mail, use the form below; to register for non-credit and library science courses, use the form on page 8. To register by telephone, you must charge fees to a MasterCard or VISA account. (The number to call is 929-7933.) To avoid paying a $20.00 late fee, you must register by September 6.

Walk-in registration at the Harbor Campus and at each off-campus location is also available.

Please be sure to see pages 10 and 11 for additional information about registration and payment procedures.

The deadline for mail, telephone, or walk-in registration (at the Harbor Campus) is September 6. If any on-site registration session is cancelled due to weather conditions, it will be held on the same day and at the same time the following week. Locations of courses and on-site registration dates are as follows:

UMass/Boston Downtown Center
Arlington & Stuart Streets (Park Square), Boston
September 7,
10:00am–12:00 noon

Braintree High School
128 Town Road, Braintree
September 3 & 5, 6:00–8:00pm

Cambridge Hospital
1493 Cambridge Street, Cambridge
September 10, 4:00–7:00pm

Hingham High School
14 Main Street, Hingham
(registration
41 Pleasant Street, Hingham
(classes)
September 11, 4:00–7:00pm

Lexington High School
251 Waltham Street, Lexington
September 4, 6:00–8:00pm

Medford High School
489 Winthrop Street, Medford
September 3 & 5, 6:00–8:00pm

West Roxbury High School
1205 V.F.W. Parkway, West Roxbury
September 3 & 5, 6:00–8:00pm

Academic Calendar for Continuing Education Courses

Location of Courses	Downtown Center	All Other Sites
Advance Registration Deadline	September 7	September 6
Late Registration*	September 9–14	September 9–13
Classes Begin	September 14	Week of September 16
Add/Drop Deadline	September 21	September 27
Holidays	November 30	October 14 November 11 November 28
Midsemester	October 26	October 31
Pass/Fail Deadline	October 26	October 31
Withdrawal Deadline	November 9	November 14
Classes End	December 14	Week of December 9
Final Exams	December 21	Week of December 16

* $20 late fee. On-site late registration occurs only on those dates and at those times when classes are scheduled.

Registration Form — Continuing Education — Credit Courses

Please be sure to provide the numbers requested below. They are needed for coding purposes.

Social Security # _____ UMass/Boston ID # (if any): _____

Name
Last _____ First _____ Middle Initial _____

Address
No _____ Street _____ City _____ State _____ Zip _____

Student Status
O Graduate O Undergraduate

Ethnic Survey Information (Required by Federal Government)

A. American Indian/Alaskan Native
B. Black Non-Hispanic
C. Asian or Pacific Islander
D. Hispanic
E. Non-resident Alien
F. White Non-Hispanic
G. Do not wish to report
H. Cape Verdean

Sex
O Male O Female

Residency Status
O Instate O Out of State O Foreign

Veteran Status
O Veteran O Non-veteran

Daytime Phone: ( ) _____

Marital Status
O Married O Divorced
O Single O Widowed

Student Visa
O Yes O No

Date of Birth
Mo _____ Day _____ Year _____

Current UMass/Boston student?
O Special O Matriculated Major _____

Studying in UMass/Boston's RN Program?
O Special O Matriculated

Student at other college or university?
O Yes O No If Yes, where? _____

Course Selections

Sched. No.	Dept.	Title	Site	Credits		Lab Fee (if any)	Total Course & Lab Fee
					× $54.00 +		=
					× $54.00 +		=
					× $54.00 +		=
					× $54.00 +		=

MasterCard and VISA Only

The University of Massachusetts at Boston Division of Continuing Education will accept MasterCard or VISA for payment of fees. If you would like to make use of this service, please provide the information requested.

Account No.

Expiration Date

Student Name (Print)

Student's Signature

Print name of person to whom card was issued if different from above

If a student withdraws or a course is cancelled the refund will be made only as a credit to the student's MasterCard or VISA account.

Full payment must accompany all registrations.

Method of Payment
O VISA O MasterCard
O Check O Other

Make checks payable to University of Massachusetts–Continuing Education

Send checks and forms to:
Division of Continuing Education
Box C
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125-3393

For Office Use
Recd _____ Date _____
Batch _____ Bank No. _____

Course Fee
Undergraduate _____ $54.00/credit

Please Note:
This form is to be used only when registering for credit courses. To register for non-credit courses, please use the form on page 19.

Please calculate payment below.

Course and Lab Fees (total)	
Total Service Fees	$15.00
Subtotal	
Late Fee (if applicable)	$20.00
Total Payment Enclosed	

When you use this form to register by mail, your cancelled checks will be your receipt.

The University's Commitment to the Adult Learner

The Evening Program

As greater Boston's only public university, the University of Massachusetts at Boston is committed to providing opportunities for all persons seeking access to quality higher education in the area it serves. The University has a special commitment to adults who are beginning or returning to college. This special commitment to those beyond traditional "college-age" who have daytime obligations and responsibilities at work and at home is demonstrated by the University's comprehensive evening program. This program invites busy adults to select from among numerous courses offered at convenient times and at places near where they live and work.

The evening program has two major components that complement each other. Together they permit adult learners maximum flexibility, whether their personal educational plans call for them to take courses simply for individual growth or professional improvement, or for the attainment of a degree as well.

One of these components is administered by UMass/Boston's Division of Continuing Education. Since the Division is self-supporting, the University is able to carry out its commitment to adult learners beyond the campus at no additional cost to the Commonwealth. The Division offers a variety of credit courses during the evening at a number of suburban locations. (The Division also offers credit courses on Saturday mornings at the University's Downtown Center in Park Square.) Continuing Education courses are particularly suited to the needs of adults who may wish to begin or return to a previously interrupted college educational experience. The convenient locations make it easier for adults to succeed in University courses while carrying on their work and home responsibilities.

The other major component of the University's comprehensive evening program is the Extended Day schedule, which extends the regular day program of credit courses at the Harbor Campus into the late afternoon and evening hours. Extended Day particularly serves the needs of persons who are seeking UMass/Boston degrees, although it also offers a wide range of courses useful for persons with other educational objectives.

Both Continuing Education and Extended Day courses are taught largely by the University's regular full-time faculty. The credits earned through Continuing Education or Extended Day courses are in no way different from the credits earned by a student attending classes during the day. And UMass/Boston students are free to combine day, evening, Saturday, and off-campus courses during any semester. (Students are reminded that a separate registration procedure exists for Continuing Education Courses and that Continuing Education and Extended Day courses follow different academic calendars.)

Many older students take individual UMass/Boston courses or course sequences, on- or off-campus, as "Special," non-degree seeking students. Such students are welcome at UMass/Boston. The University also encourages older students to apply for formal admission to degree programs. Persons who have been out of school for three years or more are not required to submit SAT scores when they apply, and in some cases students who have been out of school for ten years or more may submit personal statements in place of high school records. UMass/Boston also conducts "How to go to college if you're not a kid" seminars at which experienced counselors provide information and practical advice for adults who are interested in resuming their education. These seminars meet every Wednesday at the Downtown Center and will also take place at a number of off-campus locations. For further information about admission requirements for older students or about "Back-to-College" seminars, call UMass/Boston's Admissions Office at 929-8000.

The Division of Continuing Education

UMass/Boston's Division of Continuing Education extends the University's resources to people who might not otherwise be able to make use of them. The Division offers undergraduate courses on Saturdays at the University's Downtown Center and during the evening at a number of off-campus locations. Through its Center for Occupational Education, the Division offers courses for those seeking state approval as vocational instructors and as vocational instructors of students with special needs, as well as courses leading to teacher certification in industrial arts. The Auditor's Institute has recently been established to promote sound and efficient management of state resources that are committed to the purchase of services.

Special non-credit programs in alcoholism treatment services, emergency service training, and graduate test preparation are offered at the University's two campuses. In addition, the Division's Office of Educational Telecommunications offers a number of teleconferences on a variety of topics and sponsors a public affairs series—"Local Focus"—on cable television.

The Division can assist professional groups in organizing and conducting conferences, workshops, and seminars, and welcomes proposals or suggestions for additional activities it might sponsor. For additional information about how Continuing Education might help your group, please contact the Director at 956-1000.

Further Information

For further information about evening off-campus or Saturday courses and all non-credit offerings, please call the Division of Continuing Education at 956-1000.

For further information about evening courses at the Harbor Campus or about degree programs which can be completed entirely through evening study, please call the Extended Day Office at 929-7755. Information about Extended Day courses not offered at off-campus sites can be found in the course description section of this bulletin.

For general information about academic programs at UMass/Boston, please call the Office of New Student Information at 929-8600.

About Credit Courses

Undergraduate courses offered through the Division of Continuing Education are open to: 1) students who may be considering matriculation into a degree program at UMass/Boston or elsewhere: 2) students matriculated at other institutions who will use UMass/Boston credits to meet degree requirements at their home instututions; and 3) matriculated UMass/Boston students who may take Continuing Education courses to meet University requirements. All Continuing Education courses carrying credit are equivalent in content and method of instruction to other credit courses offered by the University.

Students who have graduated from high school or who have earned certificates of general educational development are invited to begin or continue taking courses through the Division of Continuing Education. College-bound high school juniors and seniors interested in beginning their college educations may also enroll in Continuing Education courses.

The University assumes that students registering for undergraduate courses will accurately assess their ability to do college-level work. Students should be aware, however, that they are responsible for meeting prerequisites for certain courses.

Courses listed under the heading "Occupational Education" or "Industrial Arts" are open only to those persons seeking Massachusetts Department of Education approval or certification.

If a student's ultimate goal is to obtain a UMass/Boston degree, it is to the student's advantage to apply for formal admission (matriculation) as early as possible. Most part-time students matriculate after having completed their first two or three courses. Matriculated students are assured that their degree requirements will not be affected by subsequent changes in the University's curriculum; consequently they find it easier to plan schedules including courses that meet their individual requirements. Matriculated students may also change from one degree program to another and may proceed toward the degree at their own pace.

To serve potential as well as matriculated UMass/Boston students, both "Core" and "non-Core" courses are offered. Core courses, identified by the prefix "C," "D," or "E," in their course numbers, emphasize intensive work in all disciplines designed to help students develop and strengthen such abilities as expository writing, critical thinking, and mathematical reasoning. Prospective UMass/Boston students are advised to consult the UMass/Boston *Catalog* for further information about the core curriculum and other degree requirements. General information about UMass/Boston degree programs is available from the New Student Information Office at 929-8600.

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The University of Massachusetts at Boston in an affirmative action/equal opportunity employer and prohibits discrimination on the basis of race, color, sex, age, religion, national origin, handicap condition, or veteran status in its employment, in the recruitment, admission, and treatment of students, and in its policies and programs, as required by Federal and State laws and regulations. Inquiries concerning these laws and regulations should be addressed to the Director of Affirmative Action, Administration Building, Harbor Campus, University of Massachusetts at Boston.

The University of Massachusetts at Boston is accredited by the New England Association of Schools and Colleges. The University of Massachusetts at Boston is a member of the North American Association of Summer Sessions and the National University Continuing Education Association.

Publications Office
85.153/7.85/40M

Courses Offered for Credit

Accounting and Finance

AF 210
Financial Accounting

Presents the theory and techniques of financial accounting. The course encompasses the basic functions of collecting, processing, and reporting accounting information for interested third parties (e.g., owners, investors, and government) and enables students to analyze, interpret, and use accounting information effectively.

Braintree: W 6:30–9:00pm, 3 Credits, Sched No 329006
Hingham: M 6:30–9:00pm, 3 Credits, Sched No 329056
Lexington: M 6:30–9:00pm, 3 Credits, Sched No 328903
Medford: Tu 6:30–9:00pm, 3 Credits, Sched No 328953
West Roxbury: Th 6:30–9:00pm, 3 Credits, Sched No 328856
Downtown Center: S 8:30–11:00am, 3 Credits, Sched No 328806

AF 211
Managerial Accounting

Presents the theory and techniques of managerial accounting, from the particular perspective of the manager. The course covers the identification and analysis of the behavior of costs within the organization, and illustrates how managers use such knowledge for planning and control. Major topics include responsibility accounting, comprehensive and cash budgeting, and standard job order and process cost systems.
Prerequisite: AF 210.

Braintree: Tu 6:30–9:00pm, 3 Credits, Sched No 329307
Downtown Center: S 11:15am–1:45pm, 3 Credits, Sched No 329250

On-Campus Evening Courses in Accounting and Finance
UMass/Boston's Accounting and Finance department offers many evening courses at the Harbor Campus. Upper-level Accounting and Finance courses are open only to degree-seeking students in the College of Management.

Anthropology

Anth 355
Anthropology of Sex Roles

A cross-cultural survey of variation in sex roles from the perspective of evolutionary biology, with special attention given to the role of ecological factors in determining the cultural definition and patterning of "masculinity" and femininity."

West Roxbury: W 6:30–9:00pm, 3 Credits, Sched No 329462

On-Campus Evening Courses in Anthropology
Culture and Human Behavior • Introduction to Archaeology and Biological Anthropology • Human Variation • Introduction to Cultural Anthropology

Biology

Biol 108
Introduction to Nutrition

Introduction to the elements of nutrition with emphasis on nutrition for humans; examination of foodstuffs and nutritional quality, physiology of food utilization, food quality regulations and the global ecology of food production. No background in the natural sciences is required.

Hingham: M 6:30–9:00pm, 3 Credits, Sched No 329852
Medford: W 6:30–9:00pm, 3 Credits, Sched No 329802

Biol D111
General Biology I

An integrated course stressing the principles of biology. Life processes are examined primarily at the molecular and cellular levels. Intended for students majoring in biology or for non-majors who wish to take advanced biology courses.
Core Area: Natural Sciences.

Braintree: MW 6:30–9:30pm, 4 Credits, Lab Fee: $20.00, Sched No 329608
West Roxbury: TuTh 6:00–9:00pm, 4 Credits, Lab Fee: $20.00, Sched No 329551

Biol 330
Biology of Fishes

Most ichthyologists study fishes because they like them, but everyone else wants to know more about fishes because they are the most interesting, diverse, colorful, and easily observable of all the vertebrates. This course is a detailed survey of fish biology, including their anatomy, functional morphology, physiology, behavior, ecology, and evolutionary history. The primary goal of the course is to show how facts about a group of animals can be organized so that this knowledge is applicable to theoretical questions at both the cellular and the organismic levels. Hot topics include the predictability of evolution, how animal communities work, and the phenomenal variety in the sex life of fishes.
Prerequisites: Biol E211 and E252, or permission of instructor.

This course is taught by Leslie Kaufman, Curator of the New England Aquarium. Registration in advance by mail or telephone (see page 10 of this publication) is encouraged. Walk-in registration at the Aquarium will take place on September 12 from 4:00–6:00pm.

New England Aquarium (Boston): Tu 6:30–9:00pm, 3 Credits, Sched No 329878

On-Campus Evening Courses in Biology
The Basis of Life • Evolutionary Biology • Anatomy and Physiology I • Medical Microbiology

Chemistry

Chem D107
Introduction to Chemistry I

Atomic and molecular structure, bonding energetics, and chemical reactions, as well as the theoretical principles of general chemistry, are considered. Required for nursing majors. Also open to non-science majors.
Core Area: Natural Sciences.

Braintree: TuTh 6:30–9:30pm, 4 Credits, Lab Fee: $20.00, Sched No 330104
West Roxbury: MW 6:00–9:00pm, 4 Credits, Lab Fee: $20.00, Sched No 330057

On-Campus Evening Course in Chemistry
Chemical Principles I

Economics

Econ D101
Introductory Economics I

A broad introductory survey in which special attention will be given to the role of economic principles in analyzing and understanding current economic problems. Emphasis will be placed on the functioning of markets and on examining the behavior of individual economic units such as the business firm and the consumer (microeconomics). Other areas of emphasis will vary from section to section and may include: industrial organization, income distribution, international trade, economics of the environment, and other topics. (May be taken after Econ C102.)
Core Area: Social and Behavioral Sciences.

Hingham: Tu 6:30–9:00pm, 3 Credits, Sched No 330405
Medford: Th 6:30–9:00pm, 3 Credits, Sched No 330358
Downtown Center: S 8:30–11:00am, 3 Credits, Sched No 330308

Econ 231
Money and Financial Institutions

An economic analysis of financial institutions and markets in the American economy. Institutional and economic factors in the determination of the money supply are studied. Included are the commercial banking system and the money and capital markets. Policy making, both formulative and implementative, by the central bank is emphasized. Current policy issues are debated.
Prerequisites: Econ C101 or 101 and Econ C102 or 102.

West Roxbury: Tu 6:30–9:00pm, 3 Credits, Sched No 330900

On-Campus Evening Courses in Economics
Introduction to Economics II • Microeconomic Theory • International Economics • Unions and Collective Bargaining • The Multinational Corporation

English

Engl 101
Freshman English I

Small class instruction and practice in grammar, rhetoric, and the articulation of logical thought. Practice in writing for college courses on various kinds of topics, many from experience and observation, chosen to develop the student's confidence and ability. Readings and materials vary from section to section, but all sections require a minimum of eight 600-word papers.
Note: This course satisfies the first half of the College of Arts and Sciences writing requirement.

Braintree: MW 6:30–7:45pm, 3 Credits, Sched No 331207
West Roxbury TuTh 6:30–7:45pm, 3 Credits, Sched No 331150
Downtown Center: S 8:30–11:00am, 3 Credits, Sched No 331100

Engl 102
Freshman English II

Continuation of Engl 101, with emphasis on topics and writing assignments of the kinds encountered in many types of college courses. Readings and materials vary from section to section, but all sections require a minimum of seven papers, including a longer research paper.
Note: This course satisfies the second half of the College of Arts and Sciences writing requirement.

Downtown Center: S 11:15am–1:45pm, 3 Credits, Sched No 331401

Engl C210
Introduction to Creative Writing

This course introduces the craft of writing poetry, fiction, and drama to students with little or no creative writing experience. Course work includes an examination of the work of established authors as well as the writing, re-writing, and sharing of original efforts.
Prerequisite: Engl 102.
Core Area: The Arts.

Braintree: Tu 6:30–9:00pm, 3 Credits, Sched No 331493

Engl 215
Intermediate Composition: Writing in the Business World

This course examines the elements and forms of good business writing, with particular reference to corporate practice. Designed for those with little or no formal training in writing beyond freshman composition, it covers the standard business forms (letter, memorandum, product description, sales proposal, and special report) and the elements of style (usage, syntax, sentence construction, and verbal economy). Consideration will be given to the styles appropriate for different business situations and the full range of devices available for persuasion.

West Roxbury: W 6:30–9:00pm, 3 Credits, Sched No 331665

On-Campus Evening Courses in English
Five British Writers • Introduction to Shakespeare • Six American Writers • Black Literature in America • Insh-American Literature • Practical Criticism • Creative Writing Tutorial • Advanced Composition • The Short Story • Shakespeare II • The Victorian Age

History

Hist E111
Foundations of Western Civilization

After a brief survey of the ancient world, the course traces the political, economic and cultural development of Western society from the early Middle Ages to 1715. Emphasis will be given to the critical analysis of primary sources.
Core Area: Historical and Cultural Studies.

Hingham: M 6:30–9:00pm, 3 Credits, Sched No 331922

Hist E112
Modern Western Civilization

This course traces the major political, economic and cultural changes which have shaped Western society from the enlightenment to the present.
Core Area: Historical and Cultural Studies.

Downtown Center: S 8:30–11:00am, 3 Credits, Sched No 332122

Hist E265
The American Experience I

History E265 will introduce students at the intermediate level to the study of American history before 1877. The subject matter will encompass virtually all aspects of American society, and the interrelationship between social structure, economic development, everyday life, culture and formal politics will be explored throughout the course.
Core Area: Historical and Cultural Studies.

West Roxbury: W 6:30–9:00pm, 3 Credits, Sched No 332326

On-Campus Evening Courses in History
The Individual in History • Ideas and Morality I • The Family in U.S. History • American History II • Greek History • The History of Spain to 1713 • The History of Boston • The Constitutional History of the United States • Seminar in Latin American History

Are you matriculated?

For more information, check the appropriate box on your registration form or call 929-7755.

(Courses Offered for Credit Continued)

Management

MGT 130
Introduction to Business
Familiarizes students with the nature of business and its relationship to other institutions in society. The course examines business ownership, organization, management, marketing, human resources management, production, and finance. In addition, the course explores issues in the relationships between capitalism and business, the law and business, and government and business.

Braintree: Th 6:30–9:00pm, 3 Credits, Sched No 333500
Lexington: Th 6:30–9:00pm, 3 Credits, Sched No 333403
Medford: W 6:30–9:00pm, 3 Credits, Sched No 333453
West Roxbury: M 6:30–9:00pm, 3 Credits, Sched No 333356
Downtown Center: S 11:15am–1:45pm, 3 Credits, Sched No 333306

On-Campus Evening Courses in Management
UMass/Boston's College of Management offers many evening courses at the Harbor Campus; these courses are open only to degree-seeking students in the College.

Mathematics and Computer Science

To insure proper placement in mathematics and computer science courses, the University requires students to take a diagnostic test prior to admission. Arrangements to take the test can be made through the Mathematics and Computer Science Department (telephone 929-7960). The test may also be taken during on-site registration and add/drop periods as set forth in the off-campus registration schedule.

Math D105
Introduction to Computer Concepts
Discussion of computer applications, components and terminology; historical and recent developments; computer "arithmetic"; processing equipment and its uses; and computer languages.
Note: No student receives graduation credits for Math D105 if it is taken after successful completion of Math D137 or a higher math course. Math majors cannot take Math D105 for credit.
Prerequisite: Math Diagnostic Test.
Core Area: Mathematics and Computer Languages.
Note: The fee for this three-credit course is $235.00.

Braintree: M 6:20–9:10pm, 3 Credits, Sched No 332554

Math D110
Basic Algebra
For students with weak math background who want to develop skills for further math or science courses. Covers basic high school math. Topics include: multiplying and factoring polynomials, linear equations and straight lines, fractional exponents and radicals, ratios of polynomials, quadratics, word problems. Generally limited to students with less than 3 years of high school math preparation.
Note: No student will receive graduation credits for Math D110 if it is taken after successful completion of Math D124 or D130 or a higher math course.
Prerequisite: Math Diagnostic Test only.
Core Area: Mathematics and Computer Languages.

Braintree: M 6:20–9:10pm, 3 Credits, Sched No 332902
Lexington: W 6:20–9:10pm, 3 Credits, Sched No 332855
West Roxbury: Th 6:20–9:10pm, 3 Credits, Sched No 332805
Downtown Center: S 8:25–11:15am, 3 Credits, Sched No 332758

Math D125
Introductory Statistics
For non-science and non-mathematics majors only. Topics include: introductory statistics, covering descriptive statistics; introductory probability sufficient to enable development of inferential statistics; and inferential statistics.
Note: No student will receive graduation credits for Math D125 if it is taken after successful completion of Math 345 or 645.
Not open to mathematics majors.
Prerequisite: Math Diagnostic Test.
Core Area: Mathematics and Computer Languages.

West Roxbury: W 6:20–9:10pm, 3 Credits, Sched No 333102

On-Campus Evening Courses in Mathematics and Computer Science
Applied Algebra • Precalculus • Introduction to Computer Programming/PASCAL • Intermediate Computer Programming • Calculus I • Calculus II • Numerical Computing • Linear Algebra I • Assembly Language Programming • Algorithms and Data Structures • Applied Discrete Mathematics • Higher Level Languages • Probability • Systems Programming • Artificial Intelligence

Nursing

Registered nurses interested in entering the Bachelor of Science in Nursing (BSN) program of UMass/Boston's School of Nursing should formally apply for admission to the University. While registered nurses may receive academic credit for courses taken through UMass/Boston's Division of Continuing Education, this does not guarantee acceptance into the BSN program. Upper-division nursing courses are open only to matriculated students who have been accepted into the School of Nursing. Application information is available from the University's Admissions Office. Specific information about the RN/BSN program may be obtained from Judith Lewis, coordinator, RN/BSN program (929-8504).

Nursing 201
Pathophysiology
This course deals with alterations in the normal physiology of body structures. The course first discusses normal states, then physiological changes that ultimately result in the symptoms of disease. It considers the various body systems (e.g., cardiovascular, renal, respiratory, endocrine).

Braintree: Th 6:30–9:00pm, 3 Credits, Sched No 334459

Philosophy

Phil C108
Moral and Social Problems
Important moral and social issues of current concern will be examined and debated. The course covers three problems each semester from a list including: criminal punishment, war, abortion, racism, violence, the death penalty, private property, and sexism.
Core Area: Philosophical and Humanistic Studies.

Hingham: W 6:30–9:00pm, 3 Credits, Sched No 334653

Phil E222
Moral Issues and Medicine
Concepts of health, illness, healing, under different paradigms of medicine. Is medicine an art or a science? Impact of medical technology on human life and death. What is considered "natural," with attention to issues in human reproduction (e.g., in vitro fertilization, conception, abortion). Questions of authority, accountability in doctor-patient relationship, patient advocacy, self-help, right to health care or to refuse treatment. Social and political questions of health care organization.

West Roxbury: M 6:30–9:00pm, 3 Credits, Sched No 334857

On-Campus Evening Courses in Philosophy
Introduction to Philosophy

Psychology

Psych E101
Introduction to Psychology
A general survey of selected content areas in psychology, including personality and human development, physiological psychology, learning, intelligence, heredity and environment, motivation, and emotion.
Core Area: Social and Behavioral Science

Braintree: Th 6:30–9:00pm, 3 Credits, Sched No 335104
Downtown Center: S 11:15am–1:45pm, 3 Credits, Sched No 335057

Psych E200
Personality
Conceptions of human nature are examined in light of various theories of personality. This course focuses on the theories of Freud, Adler, Sullivan, Erikson, Kelly, Ego psychologists and other theorists presenting the behavioristic and humanistic perspectives. Among the topics to be addressed are: personality structure and its development; stress and coping; neurotic styles; human motives and their measurement.
Prerequisite: Psych C100 or 101.
Core Area: Social and Behavioral Science.

Lexington: M 6:30–9:00pm, 3 Credits, Sched No 335308

Psych E241
Infancy and Childhood Development
This course explores human development from infancy to middle childhood, i.e., from childbirth to ages seven or eight. Major emphasis will be placed on early perceptual, cognitive, social and affective development, bearing the following questions in mind: How does the world of space and objects appear to the infant? How does he or she acquire knowledge and discover reality? How does the child experience the world of people and develop a sense of self? How does the child develop attachments to others and what role is played by the significant people in his or her life?
Core Area: Social and Behavioral Sciences

Braintree: Th 6:30–9:00pm, 3 Credits, Sched No 335552
Medford: Tu 6:30–9:00pm, 3 Credits, Sched No 335502

Psych E243
Psychology of Adult Development
A developmental approach to human integrity and functioning in the second half of the lifespan. Stereotyped ideas about the aging process are critically reviewed. Newer approaches to facilitating psychological well-being in the latter years of life are given special attention.
Prerequisite: Psych C100 or 101.
Core Area: Social and Behavioral Science.

Hingham: W 6:30–9:00pm, 3 Credits, Sched No 335803

On-Campus Evening Courses in Psychology
Psychoanalysis and the Study of Man • History of Psychology • Psychopathology • Adolescence • Perception • Group Dynamics • Community Psychology • Representational Development

Sociology

Sociol E101
Introduction to Sociology
The structure of society, cultural patterns and group life; the individual and socialization; groups; institutions; social systems; social change.
Core Area: Social and Behavioral Sciences.

Lexington: Tu 6:30–9:00pm, 3 Credits, Sched No 336003

Sociol C140
Life Cycle
This course focuses on youth, adulthood, and old age; it examines the way in which, during different stages of life, different kinds of relationships grow and decrease in importance. It considers the meaning of work at different stages and, in general, how individuals and groups cope with change.

Braintree: W 6:30–9:00pm, 3 Credits, Sched No 335942

Sociol E242
Sociology of the Family
A comparative and historical analysis of family systems. Emphasis on the development and future prospects of the nuclear family in middle-class industrial society.
Prerequisite: Sociol C101 or 101.
Core Area: Social and Behavioral Sciences.

Hingham: Tu 6:30–9:00pm, 3 Credits, Sched No 336029

Sociol E281
Society and the Individual
Basic survey of the social environment of individuals.
Prerequisiste: Sociol C101 or 101.

Medford: M 6:30–9:00pm, 3 Credits, Sched No 336223

Sociol 386
Sociology of Mental Illness
The sociological study of mental disorder and well-being in American society. The course focuses on both the incidence and the prevalence of mental disorder and on theories of its causation. Attention is also given to family and societal reactions to the impaired, and to the ways these responses and definitions influence legal processes, treatment, and illness severity, and to issues of social policy.
Prerequisite: Sociol 101 or C101 or equivalent.

Cambridge: Tu 5:30–8:00pm, 3 Credits, Sched No 336299

On-Campus Evening Courses in Sociology
Modernization • Youth and Society • The Sociology of Education • Racial and Ethnic Relations • Methods of Research • Medical Sociology

Women's Studies

WoSt C150
Women, Culture, and Identity
An introductory level course examining the origins of present attitudes about women, critical analyses of women's situation in patriarchal cultures, and efforts by women to achieve a self-defined female identity. Drawing on materials from myth, religion, philosophy, anthropology, feminist analysis, literature, and autobiography, the course will investigate cultural beliefs about woman's "nature" and role at different times and places, attempts to explain the origins and persistence of woman's subordination, and women's efforts to define a new identity through political and creative activity. May be taken separately from or concurrently with WoSt C100 as a first or second course in women's studies. Preference given to first and second year or transfer students.
Core Area: Philosophical and Humanistic Studies.

West Roxbury: M 6:30–9:00pm, 3 Credits, Sched No 336605

On-Campus Evening Course in Women's Studies
Feminist Therapy

Schedule of Evening Classes Off-Campus

Please note: any on-site registration session cancelled due to bad weather will be rescheduled exactly one week later.

Dept. Code, No. Title	Day(s), Time Credits, Lab Fee Schedule Number

Braintree High School
128 Town Road
Braintree, MA

On-site registration: September 3 & 5, 6:00–8:00pm

AF 210 Financial Accounting	W 6:30–9:00pm 3 Credits 329006
AF 211 Managerial Accounting	Tu 6:30–9:00pm 3 Credits 329307
Biol D111 General Biology I	MW 6:30–9:30pm 4 Credits; Lab Fee: $20.00 329608
Chem D107 Introduction to Chemistry I	TuTh 6:30–9:30pm 4 Credits; Lab Fee: $20.00 330104
Engl 101 Freshman English I	MW 6:30–7:45pm 3 Credits 331207
Engl C210 Introduction to Creative Writing	Tu 6:30–9:00pm 3 Credits 331493
Math D105 Introduction to Computer Concepts	M 6:20–9:10pm 3 Credits; Special Course Fee: $235.00 332554
Math D110 Basic Algebra	M 6:20–9:10pm 3 Credits 332902
MGT 130 Introduction to Business	Th 6:30–9:00pm 3 Credits 333500
Nurs 201 Pathophysiology	Th 6:30–9:00pm 3 Credits 334459
Psych E101 Introduction to Psychology	Th 6:30–9:00pm 3 Credits 335104
Psych E241 Infancy and Childhood Development	Th 6:30–9:00pm 3 Credits 335552
Sociol C140 Life Cycles	W 6:30–9:00pm 3 Credits 335942

Cambridge Hospital
1493 Cambridge Street
Cambridge, MA

On-site registration: September 10, 4:00–7:00pm

Sociol 386 Sociology of Mental Illness	Tu 5:30–8:00pm 3 Credits 336299

Hingham High School
41 Pleasant Street
Hingham, MA

On-site registration: September 11, 4:00–7:00pm (14 Main St., Hingham)

AF 210 Financial Accounting	M 6:30–9:00pm 3 Credits 329056
Biol 108 Introduction to Nutrition	M 6:30–9:00pm 3 Credits 329852
Econ E101 Introductory Economics I	Tu 6:30–9:00pm 3 Credits 330405
Hist E111 Foundations of Western Civilization	M 6:30–9:00pm 3 Credits 331922
Phil C108 Moral and Social Problems	W 6:30–9:00pm 3 Credits 334653
Psych E243 Psychology of Adult Development and Human Aging	W 6:30–9:00pm 3 Credits 335803
Sociol E242 Sociology of the Family	Tu 6:30–9:00pm 3 Credits 336029

Lexington High School
251 Waltham Street
Lexington, MA

On-site registration: September 4, 6:00–8:00pm

AF 210 Financial Accounting	M 6:30–9:00pm 3 Credits 328903
Math D110 Basic Algebra	W 6:20–9:10pm 3 Credits 332855
MGT 130 Introduction to Business	Th 6:30–9:00pm 3 Credits 333403
Psych E200 Personality	M 6:30–9:00pm 3 Credits 335308
Sociol E101 Introduction to Sociology	Tu 6:30–9:00pm 3 Credits 336003

Medford High School
489 Winthrop Street
Medford, MA

On-site registration: September 3 & 5, 6:00–8:00pm

AF 210 Financial Accounting	Tu 6:30–9:00pm 3 Credits 328953
Biol 108 Introduction to Nutrition	W 6:30–9:00pm 3 Credits 329802
Econ E101 Introductory Economics I	Th 6:30–9:00pm 3 Credits 330358
MGT 130 Introduction to Business	W 6:30–9:00pm 3 Credits 333453
OccEd 201 Fundamentals in Occupational Education	Th 7:00–9:30pm 3 Credits 336817
OccEd 202 Management of the Vocational Environment	Th 4:00–6:30pm 3 Credits 336671
OccEd 203 Teaching Methods in Vocational Education I	W 5:00–7:30pm 3 Credits 337148
OccEd 205 Curriculum Development in Vocational Education	Tu 5:00–7:30pm 3 Credits 337198
Psych E241 Infancy and Childhood Development	Tu 6:30–9:00pm 3 Credits 335502
Sociol E281 Society and the Individual	M 6:30–9:00pm 3 Credits 336223

West Roxbury High School
1205 VFW Parkway
West Roxbury, MA

On-site registration: September 3 & 5, 6:00–8:00pm

AF 210 Financial Accounting	Th 6:30–9:00pm 3 Credits 328856
Anth 355 Anthropology of Sex Roles	W 6:30–9:00pm 3 Credits 329462
Biol D111 General Biology I	TuTh 6:00–9:00pm 4 Credits; Lab Fee: $20.00 329551
Chem D107 Introduction to Chemistry I	MW 6:00–9:00pm 4 Credits; Lab Fee: $20.00 330057
Econ 231 Money and Financial Institutions	Tu 6:30–9:00pm 3 Credits 330900
Engl 101 Freshman English I	TuTh 6:30–7:45pm 3 Credits 331150
Engl 215 Intermediate Composition: Writing in the Business World	W 6:30–9:00pm 3 Credits 331655
Hist E265 American History I	W 6:30–9:00pm 3 Credits 332326
Math D110 Basic Algebra	Th 6:20–9:10pm 3 Credits 332805
Math D125 Elementary Statistics	W 6:20–9:10pm 3 Credits 333102
MGT 130 Introduction to Business	M 6:30–9:00pm 3 Credits 333356
OccEd 201 Fundamentals in Occupational Education	W 7:00–9:30pm 3 Credits 336809
OccEd 202 Management of the Vocational Environment	W 4:00–6:30pm 3 Credits 336663
OccEd 203 Teaching Methods in Vocational Education I	Th 5:00–7:30pm 3 Credits 337130
OccEd 205 Curriculum Development in Vocational Education	M 5:00–7:30pm 3 Credits 337180
OccEd 206 Supervised Internship	M 5:00–7:30pm 3 Credits 337229
Phil E222 Moral Issues in Medicine	M 6:30–9:00pm 3 Credits 334857
WoSt C150 Women, Culture, and Identity	M 6:30–9:00pm 3 Credits 336605

Saturday Classes in Downtown Boston

Dept. Code, No. Title	Day(s), Time Credits, Lab Fee Schedule Number
UMass/Boston Downtown Center Arlington and Stuart Streets (Park Square) Boston, MA	
On-site registration: September 7, 10:00am–12:00 noon	
AF 210 Financial Accounting	S 8:30–11:00am 3 Credits 328806
AF 211 Managerial Accounting	S 11:15am–1:45pm 3 Credits 329250
Econ E101 Introductory Economics I	S 8:30–11:00am 3 Credits 330308
Engl 101 Freshman English I	S 8:30–11:00am 3 Credits 331100
Engl 102 Freshman English I	S 11:15am–1:45pm 3 Credits 331401
Hist E112 Modern Western Civilization	S 8:30–11:00am 3 Credits 332122
Math D110 Basic Algebra	S 8:25–11:15am 3 Credits 332758
MGT 130 Introduction to Business	S 11:15am–1:45pm 3 Credits 333306
Psych E101 Introduction to Psychology	S 11:15am–1:45pm 3 Credits 335057

The Center for Occupational Education

The Center for Occupational Education

UMass/Boston's Center for Occupational Education provides high quality instruction to those seeking state approval as vocational instructors and/or vocational instructors of students with special needs, as well as courses for regular classroom teachers, special educators, and vocational instructors seeking additional certification as industrial arts teachers. The Center also sponsors courses on special topics for occupational educators, school systems, industry, and labor.

The fall semester for Center-sponsored classes runs from the week of September 16 through the week of December 16 and observes the holiday schedule of the school systems where the classes are given. Registration in advance by mail, with the form in this publication, is strongly advised. Registration after the first class session is subject to a $20.00 late fee. No registrations will be accepted after the second class meeting.

For further information about courses or programs offered through the Center for Occupational Education, please contact:

University of Massachusetts at Boston
Division of Continuing Education
Downtown Center
Boston, MA 02125-3393
(617) 956-1000

Courses Leading to Vocational Approval

These courses are open only to persons holding conditional approval and seeking full approval as vocational instructors from the Division of Occupational Education of the Massachusetts Department of Education.

OccEd 201
Fundamentals in Occupational Education

This course is designed to provide provisionally approved vocational education teachers with a knowledge of the historical and philosophical foundations of vocational education, the content of federal and state laws pertaining to vocational education, and the skills necessary to conduct occupational analysis, carry on a VICA program, and obtain assistance from local support groups and advisory committees. It is the first of five courses required by the Massachusetts Department of Education for full approval of vocational education teachers.

Beverly—North Shore Regional Technical High School:
Tu 7:00–9:30pm, 3 Credits, Sched No 336859
Bourne—Upper Cape Cod Regional Technical High School:
W 7:00–9:30pm, 3 Credits, Sched No 336778
Boston—Humphrey Occupational Resource Center:
M 5:00–7:30pm, 3 Credits, Sched No 336867
Franklin—Tri-County Regional Vocational High School:
Th 7:00–9:30pm, 3 Credits, Sched No 336760
Hanover—South Shore Regional Technical High School:
Tu 7:00–9:30pm, 3 Credits, Sched No 336875
Medford High School: Th 7:00–9:30pm, 3 Credits, Sched No 336817
West Roxbury High School: W 7:00–9:30pm, 3 Credits, Sched No 336809

OccEd 202
Management of Vocational Education Environment

This course is designed to train provisionally approved vocational educators in the theory and practice of effective classroom/laboratory management in a vocational setting. Instructional organization, shop organization, safety, first aid, and student management will receive special emphasis. This is one of the five courses required by the Massachusetts Department of Education for full approval of vocational education teachers. *Prerequisite: OccEd 201.*

Beverly—North Shore Regional Technical High School:
Tu 4:00–6:30pm, 3 Credits, Sched No 336689
Boston—UMass/Downtown Center: F 5:00–7:30pm, 3 Credits, Sched No 336621
Bourne—Upper Cape Cod Regional Vocational High School:
W 4:00–6:30pm, 3 Credits, Sched No 336647
Franklin—Tri-County Regional Vocational High School:
Th 4:00–6:30pm, 3 Credits, Sched No 336639
Hanover—South Shore Regional Technical High School:
M 4:00–6:30pm, 3 Credits, Sched No 336697
Medford High School: Th 4:00–6:30pm, 3 Credits, Sched No 336671
Wakefield—Northeast Metropolitan Regional Vocational High School: M 5:00–7:30pm, 3 Credits, Sched No 336655
West Roxbury High School: W 4:00–6:30pm, 3 Credits, Sched No 336663

OccEd 203
Teaching Methods in Vocational Education I

In this course students will develop competencies in four major areas of teaching: 1) contemporary theories and principles of learning; 2) instructional preparation; 3) teaching methods and techniques; 4) evaluating student growth and effectiveness. This is one of the five courses required by the Massachusetts Department of Education for full approval of vocational education teachers.

Beverly—North Shore Regional Technical High School:
W 5:00–7:30pm, 3 Credits, Sched No 337156
Franklin—Tri-County Regional Technical High School:
W 5:00–7:30pm, 3 Credits, Sched No 337122
Hanover—South Shore Regional Technical High School:
W 5:00–7:30pm, 3 Credits, Sched No 337164
Medford High School: W 5:00–7:30pm, 3 Credits, Sched No 337148
West Roxbury High School: Th 5:00–7:30pm, 3 Credits, Sched No 337130

OccEd 205
Curriculum Development in Occupational Education

This course is designed to help the student develop and implement competency-based vocational education materials including the development of a program task list and utilization of a program advisory committee. This is one of the five courses required by the Massachusetts Department of Education for full approval of vocational education teachers.

Beverly—North Shore Regional Technical High School:
Th 5:00–7:30pm, 3 Credits, Sched No 337203
Medford High School: Tu 5:00–7:30pm, 3 Credits, Sched No 337198
West Roxbury High School: M 5:00–7:30pm, 3 Credits, Sched No 337180

OccEd 206
Supervised Internship

The supervised internship allows students to demonstrate theoretical and methodological knowledge in classroom and laboratory settings. The student will demonstrate his or her pedagogical skills under the guidance of a master teacher and will be monitored by his or her college instructor. This course is open only to students who have satisfactorily completed all other vocational approval courses. This course is one of the five courses required by the Massachusetts Department of Education for full approval of vocational education teachers.

Hanover—South Shore Regional Technical High School:
Th 4:30–7:00pm, 3 Credits, Sched No 337237
West Roxbury High School: M 5:00–7:30pm, 3 Credits, Sched No 337229

Register early!

The course you want may be filled by walk-in registration time. Why not mail or telephone your course selection now? See page 10 for details.

(The Center For Occupational Education Continued)

Courses Leading to Approval for Vocational Instructors of Students with Special Needs

These courses are open only to persons holding full vocational approval or educational certification from the Massachusetts Department of Education who are seeking approval as vocational instructors of students with special needs.

OccEd 502
Vocational Education Programming for Special Needs Students
This course will introduce vocational education students to contemporary concepts of vocational education for students with special needs. Among topics to be considered are the nature of handicapping conditions, state and federal regulations dealing with the handicapped, educational planning for the handicapped, and the social issues involved in instructing special needs students.

Brookline High School: Tu 3:00–5:30pm, 3 Credits, Sched No 337017
New Bedford Regional Vocational High School: Tu 3:00–5:30pm, 3 Credits, Sched No 337033
Taunton—Bristol-Plymouth Regional Technical High School: Th 3:00–5:30pm, 3 Credits, Sched No 337025
Walpole: Norfolk County Agricultural School: M 6:00–8:30pm, 3 Credits, Sched No 337041

OccEd 510
Seminar In Vocational Education for Special Needs Teachers
This course is open only to practicum participants. Students are assisted in the development of field testing and the evaluation of curriculum materials and teaching strategies, as well as in the resolution of problems that surface in the course of their practical experiences.

Cambridge Rindge and Latin High School: M 3:00–5:30pm, 3 Credits, Sched No 337449
Fall River—Diman Regional Vocational High School: Tu 3:00–5:30pm, 3 Credits, Sched No 337431
Winthrop Middle School: W 3:00–5:30pm, 3 Credits, Sched No 337423

OccEd 520
Career/Vocational Assessment and Evaluation for Special Needs Students
This course will seek to develop students' understanding of the underlying rationale and theoretical basis of vocational assessment with an emphasis on psychomotor, cognitive and affective issues as they are expressed in an educational profile. A thorough review of psychometric testing, including vocational aptitude batteries, work sample instruments and interest inventories, will be conducted. Interpretation and report writing will be stressed as well as discussion of implementation issues of vocational assessment in public school settings.

Dover—Quinboin Regional Vocational High School: Tu 3:00–5:30pm, 3 Credits, Sched No 337279
East Bridgewater Middle School: M 3:00–5:30pm, 3 Credits, Sched No 337261
Lexington—Minuteman Regional Vocational High School: W 3:00–5:30pm, 3 Credits, Sched No 337368
Peabody Vocational High School: W 3:00–5:30pm, 3 Credits, Sched No 337287
Wakefield—Northeast Metropolitan Regional Vocational High School: Th 3:00–5:30pm, 3 Credits, Sched No 337295

OccEd 599
Practicum in Vocational Special Needs Education II
This course will provide each student with an opportunity to implement a project for the improvement of a special needs program in a vocational education setting. Only students who successfully complete this practicum will be recommended to the Massachusetts Department of Education for approval as vocational instructors of students with special needs.
Note: The fee for this three-credit course is $200.
Prerequisite: OccEd 598.
Corequisite: OccEd 510.

Cambridge Rindge and Latin High School: By Arrgt, 3 Credits, Sched No 337481
Fall River—Diman Regional Vocational High School: By Arrgt, 3 Credits, Sched No 337473
Winthrop Middle School: By Arrgt, 3 Credits, Sched No 337465

Courses Leading to Industrial Arts Certification

These courses are open only to persons holding Massachusetts educational certification and seeking additional certification as industrial arts teachers.

IndArt 230
Electronics I
Introduction to basic AC DC circuit theory. Topics included are resistors, parallel series combinations, voltage generation and sources, Ohm's Law, equivalent circuits, electromagnetic principles, measuring techniques and instruments, inductors, capacitors, R-C time constants, average and RMS values of sine waves, AC circuit analysis, and resonance circuits. The course also includes laboratory experiments to reinforce theoretical concepts, and some electronic circuit assembly.
Prerequisite: IndArt 210.

Boston—Humphrey Occupational Resource Center: W 3:00–5:30pm, 3 Credits, Sched No 332423

IndArts 262
Small Engines
A comprehensive hands-on course covering all aspects of small engine mechanics. Theory of small engine mechanics and tactile skills are emphasized. Engine types emphasized will be two and four cylinder stroke cycle engines, air and liquid colled, and gasoline and diesel engines, horsepower range 2–100.
Prerequisite: IndArts 210.

Boston—Humphrey Occupational Resource Center: W 6:00–8:30pm, 3 Credits, Sched No 332449

Special Programs

Registration for Non-credit and Library Science Offerings
To register for courses offered through the following programs, please use the form below.

Alcoholism Treatment Services
Graduate Test Preparation
Library Science

Name _____ Social Security Number _____

Address _____

City _____ State _____ Zip _____

Home Telephone _____ Business Telephone _____

Title of Course _____ Schedule Number _____ Course Fee _____

Title of Course _____ Schedule Number _____ Course Fee _____

Title of Course _____ Schedule Number _____ Course Fee _____

Fee(s) Total $ _____

Late Fee (if applicable) $ 20.00

Total Payment Enclosed $ _____

Please make your check payable to University of Massachusetts at Boston—Continuing Education. Detach this form and mail check and form to:

Division of Continuing Education
Box NC
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125-3393

To register using MasterCard, VISA, or company/agency purchase order, please call (617) 929-7933 between 9:00am and 5:00pm.

Alcoholism Treatment Services

The Alcoholism Treatment Services Certificate program is designed for those working or interested in working in the treatment of alcoholism. Participants will:

- receive classroom and field experience in the various approaches to treating alcoholism;
- become familiar with the management and operation of alcoholism rehabilitation and detoxification centers;
- learn how to assess community needs and to act as leaders in alcoholism treatment services and administration.

This non-credit program consists of four required courses and a required practicum. The program offers an additional course that may be taken by persons wishing to continue their professional development in the field of alcoholism treatment services. Each course carries 3 Continuing Education Units (CEU's); the practicum carries 10 CEU's. Each participant completing the program will receive a certificate.

Psychopharmacology
Sep 17–Dec 17, Tu 5:00–7:30pm, Sched No 96569-41, 3 CEU's, Fee: $180.00, Prerequisite: Permission of program director

Alcoholism and the Family
Sep 17–Dec 17, Tu 7:30–9:30pm, Sched No 96565-41, 3 CEU's, Fee: $180.00, Prerequisite: Permission of program director

The Use and Abuse of Alcohol in Society
Sep 14–Dec 14, S 11:00am–1:00pm, Sched No 96550-41, 3 CEU's, Fee: $180.00, prerequisite: Permission of program director

Alcoholism Counseling and Therapy
Sep 14–Dec 14, S 1:00–3:00pm, Sched No 96551-41, 3 CEU's, Fee: $180.00, Prerequisite: Permission of program director

Organization and Administration of Alcoholism Treatment Facilities
Sep 14–Dec 14, S 9:00–11:00am, Sched No 96552-41, 3 CEU's, Fee: $180.00, Prerequisite: Permission of program director

Practicum in Alcoholism Rehabilitation Services
By arrgt. with program director, First meeting: Saturday, September 14, 9:00am, Sched No 96561-41, 10 CEU's, Fee: $600.00, Prerequisite: Permission of program director

All persons wishing to register for courses offered through the Alcoholism Treatment Services program must obtain the prior approval of Dr. Jack Shea, Program Director. Further information about registration requirements or about any other aspect of the program is available from:

Alcoholism Treatment Services
Division of Continuing Education
University of Massachusetts at Boston
Downtown Center
Boston, MA 02125-3393
(617) 956-1000

American Sign Language

This course introduces beginners to American Sign Language (ASL), the primary language used by American Deaf people. Students will acquire a sign vocabulary, an understanding of basic grammar, and an introduction to Deaf culture. Class sessions will develop expressive and receptive skills. The ability to communicate using ASL can be valuable to people who work with the public, to health care professionals, and to relatives, and friends of Deaf individuals. For further information, please call 929-7900.

The Auditor's Institute

Established by State Auditor John J. Finnegan and co-sponsored by the Division of Continuing Education and the Massachusetts State Auditor's Office, the Institute is committed to providing persons interested in governmental and associated private-sector operations with the tools needed to promote the sound and efficient management of public resources.

The initial programs offered by the Institute have been created to help remedy financial and managerial weaknesses as identified by the State Auditor in the purchase-of-service system used by the Commonwealth.

During the fall and spring semesters of 1985 and 1986, the Institute will offer a management development course designed to meet the specific needs of administrators of government human service agencies, principals and members of vendor organizations, and supervisory level auditors. The course will help participating managers by:

- providing the skills needed to administer an accounting function in accordance with generally accepted standards and with the State Comptroller's requirements;
- improving their ability to manage contracts;
- providing an understanding of auditing concepts and procedures; and
- providing a fundamental understanding of automated systems as these systems relate to the audit process.

This course will be offered four times during the upcoming academic year, at locations throughout the Commonwealth. The course meets for a full day, once a week, for seven weeks.

Additionally, the Institute will offer a series of topical seminars addressing identified concerns and weaknesses in government management. Through appropriate training, the seminars will offer participants the means to greater efficiency and effectiveness in government.

The Institute welcomes requests for further information concerning its programs as well as suggestions for new offerings. Further information about the Auditor's Institute is available from:

Division of Continuing Education
University of Massachusetts at Boston
Downtown Center
(617) 956-1000

Center for Occupational Education

The Center for Occupational Education provides high quality instruction to those seeking state approval as vocational instructors and/or vocational instructors of students with special needs. The Center operates under the auspices of the Division of Occupational Education of the Massachusetts Department of Education and holds full approval from that agency. The Center also sponsors industrial arts courses for professional industrial arts teachers as well as regular classroom teachers, special educators, and vocational teachers seeking additional certification as industrial arts teachers.

Courses offered for credit are listed in a special section elsewhere in this publication.

The Center invites occupational educators and representatives of school systems, industry, and labor to suggest additional activities it might sponsor. Further information about the Center is available from:

Center for Occupational Education
Division of Continuing Education
University of Massachusetts at Boston
Downtown Center
Boston, MA 02125-3393
(617) 956-1001

Emergency Medical Technician

The Emergency Medical Technician (EMT) profession is very demanding. The EMT, together with the first responder, plays an important role in the Emergency Medical Service System by providing pre-hospital care to victims of sudden illness or injury.

This course prepares students for state certification as EMT's. Lectures are given by leading experts in emergency care. In-hospital experience takes place at a trauma center, under the supervision of physicians and nurses. During the in-class practice sessions students work in groups of five. With the aid of simulated injury make-up, one student acts as victim, another student as crew chief, and the rest as crew. Each student rotates through these roles many times during the course. The latest equipment is used for practice, and students have the benefit of close instructor supervision and of videotaped analysis of group practice sessions.

For further information, please call 929-7900.

English as a Second Language for Deaf People

Introducing Deaf students to the basic English sentence structures, the course focuses on the development of basic writing skills including grammar, punctuation, syntax, and mechanics. As part of the course requirements, students will have the opportunity to demonstrate these learned skills through a series of writing tasks. Offered in conjunction with Gallaudet College Extension Center.

Sep 24–Dec 10, TuTh 7:00–9:00pm, Harbor Campus.
For further information, please call 929-7900.

Environmental Data Analysis for Decision-Makers

Regulatory board members are often responsible for making recommendations and decisions on issues involving highly specialized information. But even when consultants are available to discuss technical data bearing on regulatory actions, decision-makers may lack the background they need in order to make the most effective use of the data.

This practical course will provide appropriate background for board members who must evaluate and act upon consultants' recommendations and make informed decisions on environmental issues. The instructors are acknowledged experts in geological, ecological, and environmental fields who have also had extensive experience in serving on or dealing with regulatory boards.

For further information, please call 929-7900.

Get More Grants in 1985

A practical workshop/seminar for beginning or experienced grant seekers. This seminar/workshop will help you:

- improve your success rate in winning grants from foundations, corporations and government agencies
- develop your skills in designing successful grant seeking strategies
- gain confidence in your ability to obtain funds
- identify more sources of funding
- use your advocates to approach new sources of funding

Oct 24–25, ThF 9:00am–5:00pm. For further information, please call 956-1000.

Graduate Test Preparation Courses

Developed in conjunction with the Office of Career Services, these review courses provide intensive classroom sessions covering all sections of each exam. Each course provides extensive exam practice including a full-length practice test given under exam conditions. The courses have been scheduled in advance of the dates of tests for which students are preparing.

Review for the Graduate Record Examination (GRE)

Sep 10–Oct 3, TuWTh 6:00–9:00pm, Sched No 10000-41, Fee: $145
Nov 7–Dec 5, TuWTh 6:00–9:00pm, Sched No 10000-42, Fee: $145

Review for the Graduate Management Admission Test (GMAT)

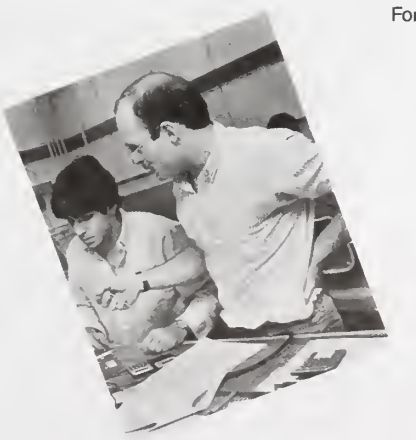
Sep 17–Oct 10, TuTh 6:00–9:00pm, Sched No 10002-41, Fee: $145

Review for the Law School Admission Test (LSAT)

Aug 20–Sep 26, TuWTh 6:00–9:00pm, Sched No 10001-41, Fee: $145
Oct 15–Nov 21, TuWTh 6:00–9:00pm, Sched No 10001-42, Fee $145

The registration and refund request deadline for each course is one week prior to the starting date of that course.

For further information about these review courses or about the dates of the actual examinations, please call 929-7900.



Register early!

Early registration helps assure that the course you want will be available when you need it. Why not mail or telephone your course selection now? See page 10 for details.

How to Increase Productivity Through a Motivated Staff

A special seminar for managers, supervisors, and department heads concerned with improving the motivational and productivity climate of their organizations. This seminar will help you:

- analyze the work environment in your facility
- produce a work environment that maximizes productivity
- increase productivity by allocating responsibility
- Understand the effects of personal problems on worker performance
- formulate a plan for assessing your situation and working for positive change

Oct 23, W 9:00am–5:00pm. For further information, please call 956-1000.

Library Science

By arrangement with the University of Rhode Island, UMass/Boston's Division of Continuing Education offers courses each semester that meet the requirements of a University of Rhode Island Master's degree in Library Science (M.S.L.S.) The University of Rhode Island's Graduate School of Library and Information Studies is an A.L.A. accredited library school.

The M.S.L.S. degree requires 36 hours of credit of which 21 hours may be completed in Boston. 15 hours must be completed (usually during the summer) at the University of Rhode Island's Kingston campus. To be eligible for the degree program, students must possess a bachelor's degree from an accredited college or university and must have achieved an average of B or better. It is not necessary to be enrolled in a full degree program to receive credit for the courses, although a bachelor's degree is still required. Students who wish to be admitted to the degree program should apply before obtaining 12 credits in courses taken at the University of Massachusetts in Boston.

Persons wishing further information about application procedures for the full degree program should contact the Dean's Office, Graduate School of Library and Information Studies, University of Rhode Island, 74 Lower College Road, Kingston, R.I. 02881, telephone (401) 792-2947.

The courses offered at UMass/Boston's Harbor Campus are:

LSC 502
Library Administration

The scientific planning of library services from the development of community analysis and formulation of goals and objectives to the design of public and technical services; staffing, budgeting, building, and personnel problems and procedures.

Sep 4–Dec 18, W 6:30–9:00pm, Harbor Campus, 3 University of Rhode Island Credits, Sched No 50502-41

LSC 523
Special Library Service

Organization, management, and special procedures as they apply to special libraries, with particular emphasis upon diversity of special library functions.

Sep 3–Nov 11, Tu 6:00–9:30pm, Harbor Campus, 3 University of Rhode Island Credits, Sched No 50523-41

The fee for each course is $311.00. To register, please use the *non-credit* registration form on page 00. For further information about the library science courses offered in Boston, please contact:

University of Massachusetts at Boston
Division of Continuing Education
Harbor Campus Office
Boston, MA 02125-3393
929-7900

Nationwide Teleconferences

The Division of Continuing Education, through the Office of Educational Telecommunication, offers video and audio teleconferences as part of the National University Teleconference Network. Nearly sixty universities throughout the United States have formed this independent, first-of-its-kind network to build a telecommunications system. The network removes geographic and financial restraints that have previously limited information-sharing among universities, professionals, and the general public.

The teleconferences are held on UMass/Boston's Harbor Campus. Individual programs vary in length from three to six hours. The transmitted segment of each teleconference presents national and world experts who address the subject of the teleconference and answer questions from participants in a two-way, interactive mode. Boston-area experts are present in the meeting room for further discussion of national issues and their regional implications.

To obtain detailed inforamtion about individual teleconferences, please contact:

Ms. Kathleen FitzPatrick
Office of Educational Telecommunications
Division of Continuing Education
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125-3393
(617) 929-7271

Registration for Credit Courses

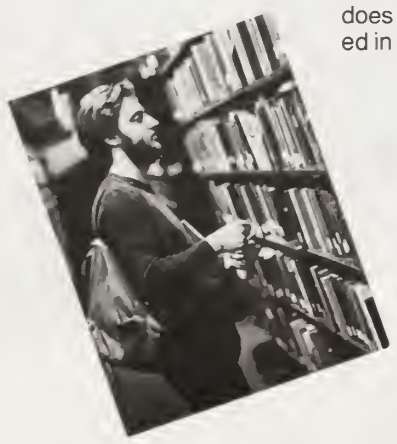
Registration in advance by mail or telephone is the preferred method for enrolling in continuing education classes. The Division of Continuing Education must cancel classes which do not generate sufficient income to pay faculty salaries and overhead expenses. Early registrations enable the Division to determine whether sufficient interest exists to keep an underenrolled course open past the registration deadline.

Advance Registration by Mail

To register by mail for a course or courses offered at any UMass/Boston location, fill out the registration form included in this bulletin and send the form to:

Division of Continuing Education
Box C
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125-3393

Registrations will be accepted on the basis of available space. Full payment must accompany the registration form (see "Fees and Payments").



Advance Registration by Telephone

Students wishing to pay course and service fees by using MasterCard or VISA may register by telephone. To register by telephone for a course or courses offered at any UMass/Boston location, simply call 929-7933. Verification of your registration will be sent to you.

Note: Unfortunately, telephone registration is available only to students wishing to pay course and service fees by using MasterCard or VISA.

Walk-In Registration

Students who would rather register in person may do so at each off-campus UMass/Boston location on the dates and at the times listed in the course schedule. Walk-In Registration will take place at the Continuing Education Office at the Harbor Campus (Wheatley Hall, Second Floor, Room 203) during the following times:

M–Th 9:00am–5:00pm, F, 9:00am–4:00pm

Adding and Dropping Courses

Any student may add or drop courses without penalty before the Add/Drop deadline (see "Academic Calendar").

Withdrawing from Courses

Any student withdrawing from a course after the Add/Drop deadline (see "Academic Calendar") will receive a grade of "W" for that course. Withdrawal forms are available at the Office of Registration and Records. Failure to submit a withdrawal form before 4:00pm on the last day of the withdrawal period will result in a grade of "F." Withdrawal from a course does not reduce the amount owed except as described in "Refunds" under "Fees and Payments."

Cancellations

The Division of Continuing Education program is supported by student course fees. No state funding is available to help the Division of Continuing Education pay faculty salaries and meet overhead expenses. The Division must therefore cancel underenrolled courses. Before classes begin each term—generally during the week after the regular registration deadline—the Division projects enrollments according to the numbers of students already registered and decides whether to cancel courses that may be underenrolled. The Division makes every effort to offer courses in which there is clear interest and, whenever courses are approaching minimum enrollment, postpones cancellation decisions until the first meeting of those courses. However, *students are encouraged to register early.* There is no risk of cancellation when courses are fully enrolled by the end of the regular registration period.

Any student who has registered for a course that is cancelled may register for another course or request a refund. The course fee will be refunded in full to any student who has paid for a cancelled course and does not wish to register for another course in its place. If all courses for which the student has registered are cancelled, service fees will also be refunded.

Late Registration

Late registration will take place at each UMass/Boston location, on- or off-campus, during the periods listed in the Academic Calendar. Students registering during these periods must pay a $20.00 late registration fee.

Further Information

For further information about Continuing Education courses, please call 956-1000.

Back to college?

"How to go to college if you're not a kid" seminars are conducted at a number of off-campus locations. For information, call 929-8000.

Fees and Payments; General Information

Course and Service Fees

Undergraduate Course Fee	$54.00 per credit
Registration Fee	$10.00
Educational Service Fee	$ 5.00
Late Registration Fee (when applicable)	$20.00
Bad Check Fee (when applicable)	$20.00

Payment of Course and Service Fees

Students must pay in full before their registrations will be accepted. No payment will be accepted after the Add/Drop deadline of the session for which payment is intended. Students may use the following methods to make payment:

Check:

Please make checks payable to the University of Massachusetts—Continuing Education.

A payment of course and service fees made with an unacceptable check will result in administrative withdrawal, an additional bad check fee of $20.00, and referral to a collection agency, which may result in liability for the payment of a collection fee.

MasterCard or VISA:

The University of Massachusetts at Boston will accept payment by MasterCard or VISA for all course and service fees. *The minimum acceptable MasterCard or VISA payment is $25.00.* Please fill out the appropriate section of the registration form when registering by mail.

Cash:

Cash payments must be made at the Bursar's Office at the Harbor Campus only. (Administration Building, 2nd Floor; M–F, 9:00am–3:30pm.) The Bursar's Office will give you a receipt, which you must submit with yor registration form.

Note: Cash payments will not be accepted at any other location.

Course Fee Waiver and Remission Policy

The Division of Continuing Education will honor *course fee* waivers and remission of *course fees* for those persons meeting the eligibility requirements described below, providing the courses they wish to take are adequately supported by fees from paying students, and providing space is available in these courses. Credit course fee waivers and remission of credit course fees apply only at the standard rate of $54.00 per undergraduate credit and $67.50 per graduate credit. Thus, in the case of a credit course with extraordinary costs necessitating a higher than standard course fee, course fee waivers and remission will be granted for only the amount of the standard course fee. *Registration fees, service fees, and other mandatory fees, except in the case of senior citizens, must be paid in full.* Anyone wishing to apply for course fee waivers or remissions must do so when registering for courses: *the policy is not retroactive.* Vietnam-era veterans are eligible for *course fee* waivers under the following conditions:

1. They must be matriculated in a program leading to a degree or certificate.
2. They must not have used their *course fee* waiver for more than 130 credits.
3. If they did not enter service while residing in the Commonwealth of Massachusetts, they must file an affidavit under oath attesting to their having resided in the Commonwealth for two consecutive years immediately preceding enrollment.
4. They must have their registration form approved by UMass/Boston's Veterans' Affairs Office.

Senior citizens are eligible for a *waiver of all fees* upon submission of a notarized Senior Citizen Affidavit at the time of registration.

Full-time state employees are eligible for a 50% *course fee* remission upon submission of a properly completed "Certificate of Eligibility" at the time of registration (part-time state employees are eligible for a 25% course fee remission).

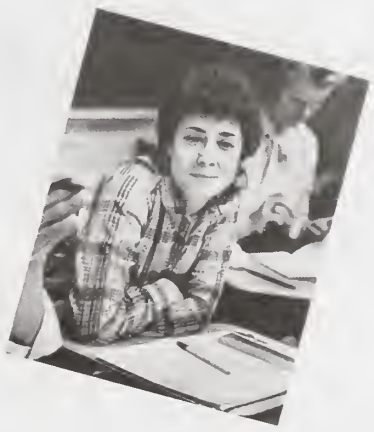
Full-time employees of public higher education, their spouses, and their dependent children are eligible for a 50% *course fee* remission upon submission of a properly completed "Certificate of Eligibility" at the time of registration (part-time employees of public higher education, their spouses, and their dependent children are eligible for a 25% course fee remission). The Division of Continuing Education cannot honor vouchers issued to cooperating practitioners by the state-funded programs of the University of Massachusetts at Amherst, Boston, or Worcester.

Lab Fees

Lab fees must be paid for certain courses as indicated in the schedule listings. The amounts of fees appear under schedule numbers for those courses requiring fees. The lab fee for each course must be paid at the time of registration.

Payment by Outside Agencies

If the student's charges are to be paid by an outside agency, a payment authorization from that agency must accompany his or her registration if one is not on file in the Bursar's Office. Students are reminded that they are liable for all courses and service fees in the event that the sponsoring agency does not provide payment.



Register early!

Courses are sometimes cancelled due to low enrollments. Why not mail or telephone your course selection now? See page 10 for details.

Refunds

A student who withdraws from a course will be granted a refund according to the schedule below. Non-attendance does not constitute withdrawal. Students withdrawing from credit courses must file a valid withdrawal form with the Office of Registration and Records. Students withdrawing from non-credit courses must file a valid withdrawal form with the Continuing Education Office.

For courses scheduled for ten or more class meetings:

Withdrawal before the first class meeting	100% Refund
Withdrawal before the second class meeting	90% Refund
Withdrawal before the third class meeting	50% Refund
Withdrawal after the third class meeting	No Refund

For courses scheduled for 6–9 class meetings:

Withdrawal before the first class meeting	100% Refund
Withdrawal before the second class meeting	80% Refund
Withdrawal after the second class meeting	No Refund

For courses scheduled for 1–5 class meetings:

Withdrawal before the first class meeting	100% Refund
Withdrawal after the first class meeting	No Refund

Whenever a refund is due, either because the student wishing the refund has withdrawn from a course or because the University has cancelled the course, *the student must initiate the refund procedure* by notifying the Office of Registration and Records. Refunds will not be processed until after the Add/Drop period.

The amounts of all refunds are computed on the basis of withdrawal dates established by the Office of Registration and Records.

If a student has made a payment with MasterCard or VISA, the refund must be returned as a credit to the student's MasterCard or VISA account.

Unless a course has been cancelled by the University, the $10 registration fee is not refundable.

Please allow six to eight weeks for the processing of any refund.

Student I.D. Cards

All on-campus students are required to carry I.D. cards. Continuing Education students not paying University student service fees may obtain special I.D. cards for the use of on-campus libraries. These I.D. cards do not entitle the bearer to the use of athletic facilities, health services, or student activities which require the payment of additional fees. Cards may be obtained at the Harbor Campus through the I.D. Office (Wheatley Hall, 4th Floor, Room 018) from 9:00am to 12:00 noon and 1:00pm to 4:00pm. The charge is $2.00. Special arrangements will be made for students attending Saturday classes at the Downtown Center to obtain I.D. cards at the beginning of the semester.

The I.D. card fee will be included in the tuition bills of students registered for courses offered through state-funded programs. These students are not required to pay separately for I.D. cards.

Books

Books for all credit courses offered through the Division of Continuing Education may be purchased at the UMass/Boston bookstore. The bookstore is located in the Administration Building at UMass/Boston's Harbor Campus. From September 3 to September 14, the hours will be: Monday–Thursday, 9:00am–7:00pm; Friday, 9:00am–5:00pm; Saturday, 9:00am–1:00pm, From September 16–October 4, the hours will be: Monday and Tuesday, 9:00am–7:00pm; Wednesday–Friday, 9:00am–5:00pm, During the rest of the semester the hours will be Monday–Friday, 9:00am–5:00pm. For further information, call 929-7250.

Transcripts

All students who wish transcripts sent to other schools must complete transcript request forms in the office of Registration and Records. The cost of an official transcript is $2.00

Emergency Cancellations

When classes and activities held at the Harbor Campus or Downtown Center are cancelled because of snow or other emergencies, the University will announce cancellations beginning at 6:00am on radio stations WBZ-AM (1030), WHDH-AM (850), WEEI-AM (590), WEZE-AM (1260), and WBCN-FM (104.1). WCVB-TV (Channel 5) will also carry cancellation announcements 6:00–7:00am, Monday through Friday.

Students in off-campus programs should listen for radio announcements concerning closing of the off-campus locations.

Save time!

Register now by mail or telephone. See page 10 for details.